



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary
DEMETRIOS A. BOUTRIS, California Corporation Commissioner

Release Date: May 24, 2001

CLASSIFICATION: **PERSONNEL SERVICES SPECIALIST II**
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: June 14, 2001

SALARY: \$2978 - \$3619 per month

POSITION LOCATION: Human Resources Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction of the Chief of Human Resources, the incumbent regularly applies State laws and Departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, payroll and personnel documents processing and related personnel transactions functions. Typical tasks include, but are not limited to, salary determinations; payroll; benefits; leave; position control; appointments; separations/resignations; correspondence and communication; permanent intermittent/hourly employees; attendance; monthly reports; injury/illness claims; garnishments (processing); special assignments; training (orientation); administrative details; employee contact; automation; establishing/updating procedures; etc. Will handle "roster" of approximately 150 employees.

DESIRABLE QUALIFICATIONS

- ◆ Ability to work independently with minimal supervision.
- ◆ Service oriented with good interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Good attendance record.
- ◆ Dependable, able to adjust to shifting priorities and meet deadlines.
- ◆ Background in Position Control.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Familiarity with PC (Excel, Word, etc.)
- ◆ Background in Worker's Compensation.
- ◆ Experience with CLAS and MIRS.

WHO MAY APPLY – State employees who are currently at the Personnel Services Specialist II level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Linda Bender at (916) 327-2442 or CALNET 8-467-2442. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#00-131** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#00-131)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA #00-131 IIb

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.